



Information Asset Register

Forward Planning



Asset ID	Name of Asset	What does it do?	Location	Owner	Volume	Personal data	Legal basis	Access	Shared with	Format	Retention	Status	Key asset
	e.g. Payroll, Finance Ledger, Marketing database	e.g. Stores data required for the purposes of paying employees monthly salaries directly into their bank accounts	e.g. Shared network drive, SQL database U:\HR\Section files\PRIVATE\Payroll	e.g. [Name] Head of Human Resources & Information Asset Owner	125 records	No; Yes; Yes (inc. Sensitive)	See comment for options	Restricted to [named individuals] or [all staff within Human Resources]	Details of any third parties the data is shared with. E.g. DCC Payroll service	e.g. Emails, spreadsheets, database, PDF files	How long are the records retained for e.g. 7 years	In use; Archived; Development; Destroyed	Yes; No It is business critical?
	Local Plan Consultee Database	List of statutory consultees, local contacts, organisations, businesses, agents and private individuals, who we are either required to consult, or have requested to be consulted on the Local Plan.	T:\PRIVATE\Local Plan Consultees\Local Plan Consultee Current.xlsx	Dan Janota (Head of Forward Planning & Economy)	< 500	Yes	1. Legal Obligation	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 5 years	In Use	Yes
	Local Plan Consultee Mailing List	Contact details for individuals that wish to receive emails keeping them up to date with the Local Plan Review	T:\PRIVATE\Local Plan Consultees\Local Plan Consultee Current.xlsx	Dan Janota (Head of Forward Planning & Economy)	< 500	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 5 years	In Use	No
	Management Plan Consultee Mailing List	Contact details for individuals that wish to receive emails keeping them up to date with the Management Plan Review	T:\PRIVATE\DNPMP\Consultees\DNPMP Review List of Public.xlsx	Dan Janota (Head of Forward Planning & Economy)	< 400	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 3 years	In Use	No
	Next Generation Survey Mailing List	Contact details for young people who would like to be involved in the Next Generation Manifesto	T:\PUBLIC\Management Plan	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes	6. Consent	Password Protected	None	Excel	No longer than 3 years	In use	No
	Representations on the Management Plan	Comments received from private individuals, parish and town councils and delivery partners on the Management Plan, including their Names, age ranges and postcodes.	T:\PRIVATE\DNPMP\Consultation\Survey Comments	Dan Janota (Head of Forward Planning & Economy)	< 400	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 3 years	In Use	Yes



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	Self Build Register	A statutory register required by the Self and Custom Housebuilding Act 2015 and subsequent Regulations. A list of people who wish to register an interest in self/custom build development within our LPA area.	Hosted by Devon Communities Together	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes (inc Financial)	1. Legal Obligation	Password Protected	DCT & Housing Authorities	Excel	No longer than 3 years	In Use	Yes
	Qualified Person Questionnaires	Information provide by a private individual, seeking confirmation of whether they meet the criteria of being a 'qualifying person' and can therefore occupy an affordable housing with an occupancy restriction on it.	T:\PRIVATE\Qualifying Persons	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes (inc Financial)	1. Legal Obligation	None	None	Word documents and PDFs	No longer than 1 year after decision issued	In Use	Yes
	Representations on the Local Plan	Comments received from statutory consultees, agencies and organisations, local authorities, interest and amenity groups, businesses, agents, landowners and private individuals, on the draft stages of the Local Plan	S:\Local Plan Reps\Local Plan Issues Reps.mdb	Dan Janota (Head of Forward Planning & Economy)	< 250	Yes	1. Legal Obligation	Password Protected	None	Access db	No longer than 6 years	In Use	Yes
	Land Availability Database	A list of sites, the attributes, ownership, and any agent working on behalf of the landowner, in order to identify suitable, available and achievable land for development as required by the National Planning Policy Framework.	T:\Housing\SHLAA\HELAA\LAA Review Data 2016.xlsx	Dan Janota (Head of Forward Planning & Economy)	< 250	Yes	1. Legal Obligation	Password Protected	None	Excel	No longer than 5 years	In Use	Yes



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	Dartmoor Communities Fund	Contact details for grant applicants, and supporting documentation	U:\Forward Planning\Section Files\DNPA Grants	Dan Janota (Head of Forward Planning & Economy)	< 200	Yes (inc. Financial)	5. Necessary for the performance of a contract	Forward Planning staff + Julie Colliety only	None	Spreadsheets and electronic documents	6 years + current year	Archive	Yes
	Dartmoor Business Survey	List of businesses and their contact details, and responses to business survey started during COVID lockdown, including any grants obtained.	T:\PRIVATE\	Dan Janota (Head of Forward Planning & Economy)	< 300	Yes	6. Consent	Forward Planning staff	None	Excel	No longer than 3 years	In use	No
	WeAreDartmoor Campaign	A list of contact details, information and photos for publication as part of a social media campaign around supporting local businesses	T:\PRIVATE\	Dan Janota (Head of Forward Planning & Economy)	<50	Yes	6. Consent	Forward Planning staff + Claire Partridge	None	Excel	<1 yr (will be retained to the end of the campaign)	In use	No